

**SECRET**

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**ASSIGNMENTS TO POSITIONS IN GRADES GS-12/15**

1. To provide an opportunity for broadened experience to all employees in the senior professional grades, as well as to assure optimum utilization of their qualifications, operating officials will keep the Office of Personnel continuously and promptly informed of all open positions and all positions about to be vacated within the continental United States in grades GS-12 through GS-15. The Office of Personnel will examine the requirements of each position, will review the files of all available and qualified Agency personnel (including those of the candidates proposed by the head of the Career Service concerned), and will provide the head of the Career Service with a list of candidates for each position in order of preference. The final selection or the decision to recruit from outside the Agency will be made by the head of the Career Service concerned, subject only to review in accordance with the procedures established for the Special Placement Committee.

2. With regard to requirements for personnel to fill positions outside the continental United States, the Deputy Directors are encouraged to make use of the above procedures, taking into account the leadtime required for training, desk experience, and processing.

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*Approved by DCI*  
24 May '57

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